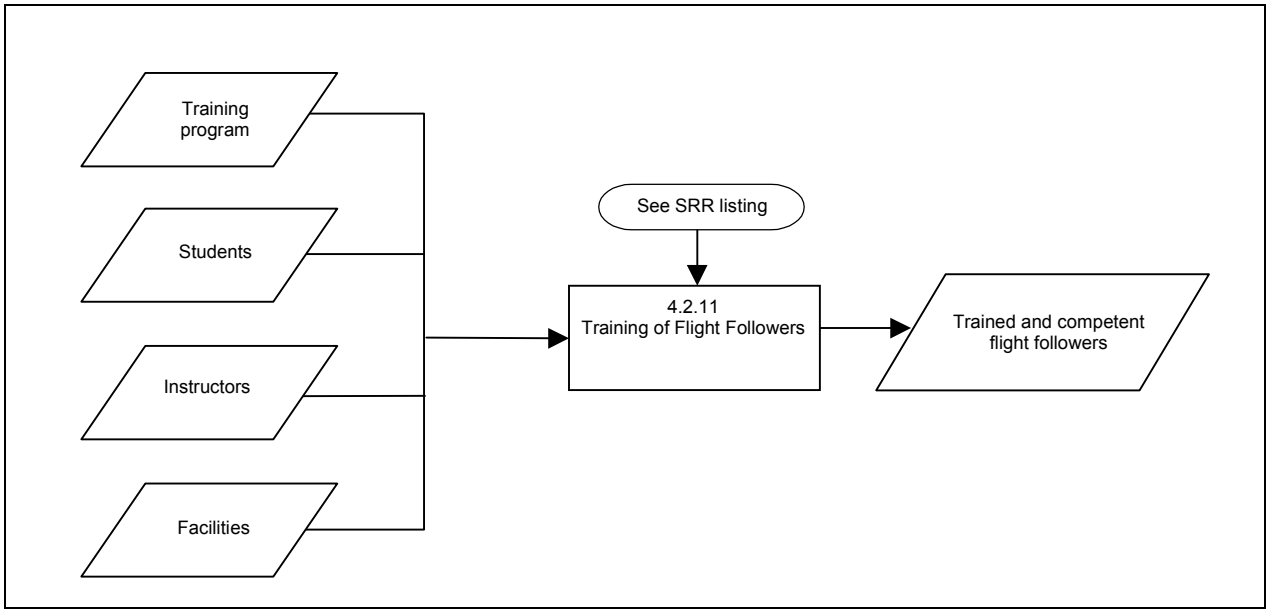
Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 4.2.11 Training of Flight Followers

Purpose of this Element: (Air Carrier's responsibility): To ensure that its flight followers are properly trained.

Objective: (FAA responsibility): To determine if the air carrier's Training of Flight Followers process includes safety attributes.

Inputs:
- Training program
- Students
- Instructors
- Facilities

Outputs:
- Trained and competent flight followers

Performance Measures:
- Flight followers are trained and competent

Safety Attribute Inspection (SAI) Job Aid

SRR:

- 14 CFR 121.127 (b) Flight following system requirements.
- 14 CFR 119.65 (d) Management Personnel Required For Operations Conducted Under Part 121 Of This Chapter

Other CFRs and/or FAA Guidance:

- 14 CFR 121.125 Flight following system.
- 14 CFR 121.537 (c) Responsibility for operational control: Supplemental operations.*
- 14 CFR 121.553 Restriction or suspension of operation: Supplemental operations.
- FAA Order 8400.10, Volume 3, Chapter 6, Section 3, Part 121 Flight Release Systems and Supplemental Operating Rules.
- 14 CFR 121 Appendix I, Drug Testing Program
- 14 CFR 121 Appendix J, Alcohol Misuse Prevention Program
- Refer to Advisory Circulars using a search engine (such as ATP Navigator or Summit)

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.127 (b)	To ensure that the Air Carrier has competent flight followers.	***Certification:*** Operations ***Surveillance:*** Operations
119.65 (d)	TBD	***Certification:*** Operations ***Surveillance:*** Operations

Safety Attribute Inspection (SAI) Job Aid

4.2.11 Training of Flight Followers

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Training of Flight Followers process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Training of Flight Followers process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume′, if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Training of Flight Followers process with the person.

To meet this objective, the inspector will answer the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Training of Flight Followers process?	❑ **YES** **If yes, provide the name:** ❑ **NO** **If no, explain:**
2. Does the person understand the procedures associated with the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**
3. Does the person understand the controls associated with the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**
4. Does the person understand the interfaces associated with the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**
5. Does the person understand the process measurements associated with the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	❑ **YES** **If no, explain:** ❑ **NO**
7. Are the qualification standards for this position clearly documented?	❑ **YES** **If no, explain:** ❑ **NO**
7a Are the qualification standards for this position appropriate for the duties that are assigned?	❑ **YES** **If no, explain:** ❑ **NO**
8. Does the person meet the qualification standards?	❑ **YES** **If no, explain:** ❑ **NO**
9. Does the person acknowledge that he/she has responsibility for the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**
10. Does the person know who has authority to establish and modify the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**

4.2.11 Training of Flight Followers

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Training of Flight Followers process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Training of Flight Followers process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Training of Flight Followers process with the person.

To meet this objective, the inspector will answer the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Training of Flight Followers process?	❑ YES **If yes, provide the name:** ❑ NO **If no, explain:**
2. Does the person understand the procedures associated with the Training of Flight Followers process?	❑ YES **If no, explain:** ❑ NO
3. Does the person understand the controls associated with the Training of Flight Followers process?	❑ YES **If no, explain:** ❑ NO
4. Does the person understand the interfaces associated with the Training of Flight Followers process?	❑ YES **If no, explain:** ❑ NO
5. Does the person understand the process measurements associated with the Training of Flight Followers process?	❑ YES **If no, explain:** ❑ NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	❑ YES **If no, explain:** ❑ NO
7. Are the qualification standards for this position clearly documented?	❑ YES **If no, explain:** ❑ NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	❑ YES **If no, explain:** ❑ NO
8. Does the person meet the qualification standards?	❑ YES **If no, explain:** ❑ NO
9. Does the person acknowledge that he/she has authority for the Training of Flight Followers process?	❑ YES **If no, explain:** ❑ NO
10. Does the person know who has the responsibility for the Training of Flight Followers process?	❑ YES **If no, explain:** ❑ NO
11. Are the procedures for delegation of authority clearly documented for the Training of Flight Followers process?	❑ YES **If no, explain:** ❑ NO

4.2.11 Training of Flight Followers

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Training of Flight Followers process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Training of Flight Followers process to ensure that they contain who, what, where, when, and how**.**
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Training of Flight Followers process with appropriate personnel to gain an understanding of the procedures
4. Observe the Training of Flight Followers process to gain an understanding of the procedures**.**

To meet this objective, the inspector will answer the following questions:

1. Do written procedures exist to achieve the desired result of the Training of Flight Followers process:	
1.1 Do written procedures address the maintenance and distribution of training program manual(s)?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.2 Do written procedures require that approval be obtained before changes to the training program are implemented?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.3 Do written procedures ensure that changes affecting flight release or operation control are incorporated into the flight follower training program?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.4 Do written procedures require training of contract personnel?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
2. Do the procedures identify: who, what, where, when and how?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
3. Are the procedures in compliance with the CFR(s)?	❑ YES ❑ NO **If no, explain:**
4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	❑ YES ❑ NO **If no, explain:**

4.2.11 Training of Flight Followers ***SECTION 3 – PROCEDURES ATTRIBUTE***	
5. Does the air carrier have the resources to support the written procedures for the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure.)	❑ **YES** **If no, explain:** ❑ **NO** ❑ **N/A, No alternate procedures exist for this element**
7. Are the procedures published in different manuals relating to the Training of Flight Followers process consistent?	❑ **YES** **If no, explain:** ❑ **NO**
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**

4.2.11 Training of Flight Followers

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Training of Flight Followers process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Training of Flight Followers process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Training of Flight Followers process with appropriate personnel to gain an understanding of the controls.
4. Observe the Training of Flight Followers process to gain an understanding of the controls.

To meet this objective, the inspector will answer the following questions:

1. Are the following checks and restraints built into the Training of Flight Followers process:

1.1 Do tests adequately measure the content and objectives of the training?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.2 Do authorized signatures certify the proficiency and knowledge of each flight following program graduate?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.3 Are modular lesson plans followed to ensure standardized instruction?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.4 Does the Air Carrier ensure that instructors are qualified for the modules on which they are instructing?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.5 Does the Air Carrier ensure the training aids meet the standards specified in their training program?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.6 Does the Air Carrier ensure that recurrent training is conducted annually?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.7 Does the Air Carrier apply the requirements of Element 4.2.5 (dispatchers) to flight followers?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.8 Do all contract personnel have an authorized signature verifying their training?	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**

4.2.11 Training of Flight Followers ***SECTION 4 – CONTROL ATTRIBUTE***	
2. Do the checks and restraints ensure the desired result is achieved for the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**
4. Does the air carrier have the resources to support the checks and restraints for the Training of Flight Followers process?	❑ **YES** **If no, explain:** ❑ **NO**

4.2.11 Training of Flight Followers

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Training of Flight Followers process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Training of Flight Followers process.
2. Discuss the Training of Flight Followers process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Training of Flight Followers process to gain an understanding of the process measures.

To meet this objective, the inspector will answer the following questions:

1. <Deleted>
2. Does the air carrier's Training of Flight Followers process include the following process measurements?

2.1 The Air Carrier has a method for measuring the transfer of knowledge from ground training to the flight follower.	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
2.2 The Air Carrier has a method for measuring performance improvement as a result of recurrent training.	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
2.3 The Air Carrier has a method for providing feedback to the training department.	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
2.4 The Air Carrier employs an independent evaluation program.	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
3. Does the air carrier document their process measurement methods and results?	❑ YES ❑ NO **If no, explain:**
4. Are the air carrier's process measurement methods effective?	❑ YES ❑ NO **If no, explain:**
5. Does the air carrier use their process measurement results to improve their programs?	❑ YES ❑ NO **If no, explain:**
6. Are the process measurement results accessible to the FAA?	❑ YES ❑ NO **If no, explain:**
7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Training of Flight Followers process?	❑ YES ❑ NO **If no, explain:**
8. Does the air carrier have the resources to support the process measurement for the Training of Flight Followers process?	❑ YES ❑ NO **If no, explain:**

4.2.11 Training of Flight Followers

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Training of Flight Followers process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Training of Flight Followers process.
2. Discuss the Training of Flight Followers process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Training of Flight Followers process to gain an understanding of the interfaces.

To meet this objective, the inspector will answer the following questions:

1. Are the following interfaces identified for the Training of Flight Followers process:

1.1 Appropriate Operational Equipment (Element 1.1.2)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2 Fueling (Element 1.3.16)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.3 Operational Control (Element 3.1.4)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.4 Carry-on Baggage (Element 3.1.5)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.5 De-icing (Element 3.1.7)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.6 Carriage of Cargo (Element 3.1.8)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.7 Aircraft Performance Operating Limitations (Element 3.1.9)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.8 Safety Program (Element 7.2.1)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.9 Dispatcher Flight Release (Element 3.2.1)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**

4.2.11 Training of Flight Followers

SECTION 6 – INTERFACES ATTRIBUTE

1.10 Flight/Load Manifest/Weight and Balance Control (Element 3.2.2)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.11 MEL/CDL Procedures (Element 3.2.3)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.12 Appropriate Airman/Crewmember Checks and Qualifications (Element 4.3.2)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.13 Weather Reporting Facilities/SWARS Stations (Element 5.1.2)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.14 Dispatcher Duty/Rest Time (Element 6.1.4)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.15 Other Personnel with Operational Control (Element 3.1.13)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.16 Maintenance Control	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.17 Manual Currency (Element 2.1.1)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.18 Content Consistency Across Manuals (Element 2.1.2)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.19 (Manual) Distribution (Element 2.1.3)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
1.20 (Manual) Availability (Element 2.1.4)	❑ YES ❑ NO ❑ N/A **If no or N/A, explain:**
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	❑ YES ❑ NO **If no, explain:**
4. Are there controls to ensure that interfaces occur?	❑ YES ❑ NO **If no, explain:**
5. Are the interfaces between the Training of Flight Followers process and other processes treated consistently in the Manual(s)?	❑ YES ❑ NO **If no, explain:**